

Clerical and Office Branch  
Personnel Group

**PERSONNEL AND ACCOUNTING CLERK***Summary*

Under general supervision, prepares the payroll and maintains personnel records for a small organization unit; prepares purchasing orders and performs bookkeeping work of average difficulty; and performs related work as required.

*Typical Duties*

Maintains unit time records; prepares payroll in gross amount due the employee; keeping track of merit increases and longevity steps, maintains personnel records and answers questions on personnel policies and requirements; makes out forms necessary for leave applications and personnel transactions; keeps track of employee leaves; files personnel forms and records; prepares purchase orders; processes invoices for payment; keeps track of receiving reports; keeps simple books on expenditures by budget account; prepares simple reports on budget balances; types correspondence and does general filing; keeps a simple stock room and disburses items therefrom; deals with the public over the telephone and over the counter and gives information about unit policies and methods; may display and sell retail items; may serve as receptionist; may arrange for reservations of facilities; may do simple dispatching.

*Minimum Qualifications*

Training and Experience: Graduation from high school including or supplemented by additional training or experience in bookkeeping and commercial subjects and three years of experience in increasingly responsible office work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; some knowledge of bookkeeping of business English, spelling and arithmetic.

Ability to operate office machines; ability to make mathematical calculations with speed and accuracy; ability to keep simple bookkeeping records; ability to establish and maintain effective working relationships with others.

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Director of Personnel

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Department Head